



**Department of the Interior  
Bureau of Reclamation  
Year 2000 (Y2K) Contingency Plan for  
Mission-Critical System/Device**

**(Name of System/Device)**

**(date)**

**(Region)**

**(Area Office)**

**(Project/Field Office)**

**(Facility or Site of Device/System)**

**Responsibility, Description and Scope**

Acronym	Full Name
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Number or Identical Devices (*if appropriate*)

Owner/Sponsor

Organization & Manager's Name	Date
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IV&V Reviewer (*or peer reviewer*)

Organization & Name	Date
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Authorization of contingency plan: (*Several forms may be grouped by a signed cover sheet*)

Director (Region/Office)	Date
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Director or Reclamation Year 2000 Executive	Date
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B. Functionality:      *Describe purpose of the device/system/component, including which system this device/system/component is a part of where applicable*

C. Date Y2K compliant and implemented:

Month/Day/Year (mm/dd/yyyy)

D. Estimated cost to replace:

\$ (dollars)

## Assessment of cost and benefits of identified alternatives

Consider each of the following with the three scenarios:

1. Automated replacement: Needed material are readily available
  2. Semi-Automated replacement: Only bare-bones materials available
  3. Manual replacement: Cost to hire needed personnel
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- A. Quick fix: *List cost for repair of the device/system/component if the “down” for one hour or less and can be repaired or replaced during that hour.*
- B. Partial replacement: *Average cost to replace a module, or small portion of the device/system/component. Also state practicality of such a procedure.*
- C. Full redundancy or replacement: *List estimated cost to have a like device/system/component in a stand-by mode ready for replacement in the advent of a failure. State if possible.*
- D. Outsourcing to the private sector: *Cost the have a third party assume the operation of this device/system/component. Also state if possible.*

## Define and document triggers for activating contingency plans

- A. Deployment schedule: *The date the plan must be implemented if full compliancy is not met and verified before December 31, 1999. For example, if the contingency plan calls for an eight month deployment schedule the tentative implementation date would be April 30, 1999.*
- B. Implementation schedule: *Scheduled date for implementation (full production) of the tested, verified replacement device/system/component*